



# CHS TARDY FORM

Students bring this form to the front office upon arrival to receive a pass to class.

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(print student name AND student number) (grade) (student birthday)

was late to school on \_\_\_\_\_, at \_\_\_\_\_.  
(date) (time)

Check one:

Illness (self, immediate family)

Doctor/Dentist appointment

Academic event

Court appearance

\_\_\_\_\_  
(parent/guardian name – please print)

\_\_\_\_\_  
(parent/guardian signature)

\_\_\_\_\_  
(parent phone number)

\_\_\_\_\_  
(today's date)

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**Important:** It counts as a day when a student misses 3 or more periods. After fifteen (15) days of absence, whether excused or unexcused, a student will be required to turn in a doctor's note for every subsequent absence, tardy and early dismissal to be considered excused.